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**From:** Pennewell James [James.Pennewell@doe.k12.de.us]  
**Sent:** 11/11/2020 2:57:38 AM  
**To:** Rizzo, George [Rizzo.George@epa.gov]  
**Subject:** RE: [External] RE: Supplemental Actions for WIIN 2107 Grants  
**Attachments:** WIIN Grant Distribution.xlsx; Water Test Contact List.xlsx

Hi George,

I believe I may have that information already completed in the attached spreadsheets. Do you mind taking a look and letting me know if I can include this in the revised work plan?

Thanks!

Jimmy

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**From:** Rizzo, George <Rizzo.George@epa.gov>  
**Sent:** Tuesday, November 3, 2020 4:37 PM  
**To:** Pennewell James <James.Pennewell@doe.k12.de.us>  
**Subject:** [External] RE: Supplemental Actions for WIIN 2107 Grants

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Jimmy,

In response to your question, I reviewed the original work plan and budget for the FY2018-2019 allotment of \$209,000. The work plan states that Delaware will test for lead in drinking water in 19 school districts and 22 charter schools. It does not include the number of individual schools, nor include child care facilities. The budget detail lists \$160,000 for supplies and \$49,000 for contracts. Delaware's FY2020 allotment is \$88,000 which added to the previous award would result in a total of \$297,000 for the program.

I recommend that you recalculate how the grant funds will be used. You will need to determine the following:

1. The number of school facilities to be tested in each of the 19 districts.
2. An estimate of the number of drinking water outlets to be tested for each school and charter school.
3. An estimate of the number of child care facilities to be tested.
4. An estimate of the number of drinking water outlets to be tested for each child care facility.
5. An estimate of the total number of drinking water outlets to be tested for all facilities.
6. An estimate of the total number of drinking water tests that will be needed.
7. An estimate of the cost for each water sample collection and analysis.
8. An estimate of the total costs for water sample collection and analysis.

I think that if you collect the information above, you may find that the additional funding may be useful. If you determine that you might have funds left over after doing all the above, you might consider resampling outlets that had elevated lead levels. You may also be able to develop and distribute more outreach materials.

The revised work plan should include the details listed in items 1 through 8 above, and a breakdown of the supplies and contractual total costs which will be listed in the budget. I should also point out that EPA's current grants processing

system will be replaced shortly with a new system. We will not be able to process new awards for several weeks, so you don't need to rush completion of the revisions.

Also, the current award project period ends on 9/30/2021. If you find that you can't complete the work plan activities by the project period end date, you can request a no-cost extension of the project period.

Please let me know if you have any additional questions. Also feel free to send a draft of the revised work plan when it's available so that I can provide comments before it is formally submitted. Thanks.

George

George S. Rizzo  
Environmental Scientist  
Drinking Water Section (3WD21)  
U.S. EPA Region III  
1650 Arch Street  
Philadelphia, PA 19103-2029  
Phone: 215-814-5781  
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**From:** Pennewell James <[James.Pennewell@doe.k12.de.us](mailto:James.Pennewell@doe.k12.de.us)>  
**Sent:** Monday, November 02, 2020 9:57 AM  
**To:** Rizzo, George <[Rizzo.George@epa.gov](mailto:Rizzo.George@epa.gov)>  
**Subject:** RE: [External] FW: Supplemental Actions for WIIN 2107 Grants

Hi George,

Thanks for sending this over. Quick question on the below. We did not apply for the \$88,000 and put our plan together for \$209,000. This plan says how many tests that we will be running at each site. Do I need to revise even though we did not request the \$88,000?

Thanks!

Jimmy

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**From:** Rizzo, George <[Rizzo.George@epa.gov](mailto:Rizzo.George@epa.gov)>  
**Sent:** Wednesday, October 28, 2020 12:32 PM  
**To:** Pennewell James <[James.Pennewell@doe.k12.de.us](mailto:James.Pennewell@doe.k12.de.us)>  
**Subject:** [External] FW: Supplemental Actions for WIIN 2107 Grants

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| <p><b>WARNING: External Email</b> - This email originated outside of the State email system.<br/><b>DO NOT CLICK</b> links or attachments unless you recognize the sender and <i>are expecting</i> the email.</p> |
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Thanks for the email you sent to me earlier today. However, the attachment cannot be used as submitted. You may have missed the email I sent to the WIIN 2107 grantees last which I'm forwarding to you. It contains the information needed to process the funding request which will include Delaware's FY2020 allotment, which was not included in the SF-424A that you sent to me today.

Here is the list of items from the email below that need to be submitted with my comments:

1. **Revised SF-424** – this document should be updated to reflect the new budget and any contact information changes that may have occurred since submitting the original application. As a reminder, all SF-424s should be signed either electronically or by hand; we cannot accept a typed name in lieu of some form of signature. **Delaware's FY2020 allotment is \$88,000 which needs to be added to the FY2018-2019 allotment (previously awarded) of \$209,000 for a final total of \$297,000. Delaware's application should include the final total. The actual award will be for \$88,000.**
2. **Revised SF-424A** – the budget detail should have the **total revised budget**, and not just the amended amount. **Same as for SF-424.**
3. **Updated Workplan** – the new workplan may reflect activity/implementation changes due to budget amendments or similar alterations. Please remember that any budgetary revisions in the SF-424A should be reflected in the budget narrative (which is usually included in the workplan.) **The workplan schedule in Section IV on page 3 needs to be revised to extend it to September 2021. The budget amounts in Section VI on page 4 need to be revised to include the FY2020 allotment.**
4. **EPA Form 6600, Cert. Re Lobbying** – [needed if EPA share exceeds \$100 thousand]. **This form (attached) also needs to be completed and submitted with the other documents.**

**Please send the supplemental application (i.e., everything above) to the [R3\\_Grant\\_Awards@epa.gov](mailto:R3_Grant_Awards@epa.gov) mailbox.** The Region III grants office has recently requested that all application materials be submitted to their mailbox for review by the Grant Specialist. After review, the Grant Specialist will notify the Project Officer (in this case, me) to prepare the funding request, or to request additional information. This process should help to avoid potential conflicts during the review process.

Please contact me if you have any questions. Thank you for your cooperation in this matter.

George

George S. Rizzo  
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**From:** Rizzo, George

**Sent:** Tuesday, October 20, 2020 8:35 AM

**To:** Ahmad Saidi <[ahmad.saidi@vdh.virginia.gov](mailto:ahmad.saidi@vdh.virginia.gov)>; Brent A. Sailhamer <[bsailhamer@pa.gov](mailto:bsailhamer@pa.gov)>; James Pennewell <[James.Pennewell@doe.k12.de.us](mailto:James.Pennewell@doe.k12.de.us)>; Meredith Vance <[meredith.j.vance@wv.gov](mailto:meredith.j.vance@wv.gov)>; Timothy Rule <[tim.rule@maryland.gov](mailto:tim.rule@maryland.gov)>; Wendell J. Davis <[wendell.davis@dc.gov](mailto:wendell.davis@dc.gov)> <[wendell.davis@dc.gov](mailto:wendell.davis@dc.gov)>

**Cc:** Christian Perkins <[Perkins.Christian@epa.gov](mailto:Perkins.Christian@epa.gov)>; Jasmin Ngene <[Ngene.Jasmin@epa.gov](mailto:Ngene.Jasmin@epa.gov)>; Patti-Kay Wisniewski <[Wisniewski.Patti-Kay@epa.gov](mailto:Wisniewski.Patti-Kay@epa.gov)>; Anthony Meadows <[Meadows.Anthony@epa.gov](mailto:Meadows.Anthony@epa.gov)>

**Subject:** Supplemental Actions for WIIN 2107 Grants

Colleagues,

In order to efficiently process the review and award of your program's FY2020 WIIN 2107 grant, EPA needs to receive specific documentation. Because these awards are supplemental actions, the documents needed are:

1. **Revised SF-424** – this document should be updated to reflect the new budget and any contact information changes that may have occurred since submitting the original application. As a reminder, all SF-424s should be signed either electronically or by hand; we cannot accept a typed name in lieu of some form of signature.
2. **Revised SF-424A** – the budget detail should have the total revised budget, and not just the amended amount.

3. **Updated Workplan** – the new workplan may reflect activity/implementation changes due to budget amendments or similar alterations. Please remember that any budgetary revisions in the SF-424A should be reflected in the budget narrative (which is usually included in the workplan.)
4. **EPA Form 6600, Cert. Re Lobbying** – [needed if EPA share exceeds \$100 thousand]

**Please note that when submitting a supplemental, grantees should send the supplemental application (i.e., everything above) to the R3\_Grant\_Awards@epa.gov mailbox.**

I realize that most of you have previously submitted some or all the requested documents. I'm asking that you review and update those documents as needed and re-submit them to the R3\_Grant\_Awards@epa.gov mailbox. Please contact me if you have any questions. Thank you for your cooperation in this matter.

George

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